



Position: Director of LevelUp
Location: Albany, Statewide, Remote
Full-time: 35 hours per week

At the New York Association of Training and Employment Professionals (NYATEP) we believe the key to economic development is skilled workers. As New York's leading membership association for economic development, education and training, and employment providers, we provide leadership, vision and advocacy for a thriving workforce in New York State. Our focus is ensuring that every New Yorker and employer has access to the skills they need to work in and support a robust statewide economy. We achieve this by giving our members "voice" through advocacy, increasing system-wide "knowledge" of workforce best practices, and supporting "progress" through piloting innovative initiatives or tackling seemingly intractable policy issues.

NYATEP members support more than a million New Yorkers to achieve good or better jobs through job training, education, economic and workforce development. We advocate for equitable systems change to foster and promote economic mobility, provide best-in-class training, and create cutting-edge research and pilots to advance the field. Learn more about NYATEP at www.nyatep.org.

The **Director of LevelUp** will be responsible for creating training content for our members and the field that directly improves their skills and abilities to provide exceptional services to New Yorkers. More specifically the Director will:

- Develop and enhance the skills, consistent key competencies, and knowledge of workforce professionals, as part of the NYATEP Membership and Membership + benefit structure, in order to increase job effectiveness;
- Provide data driven resources and knowledge to help high risk and high need New Yorkers;
- Decrease burnout and encourage career growth within the workforce development field;
- Create an environment that fosters collaboration and networking among workforce professionals;
- Support the vision of the workforce development field as an occupational destination.

Specific Responsibilities

- Determine gaps in existing training content and materials that need updating, and ensuring the curriculum and materials are produced in a timely manner.
- Identifying future training needs and creating a curriculum to facilitate that training.
- Develop, execute and lead the implementation of executive or leadership development programs, including the administrative responsibilities that accompany this endeavor.
- Report training data and trends to assess the effectiveness of training programs and identify any opportunities for improvement.
- Initiate and manage partnerships with nationally recognized organizations to provide best-in-class training and certifications programs.
- Track and manage vendor partnerships, contractual obligations, an online catalog and performance of this portfolio.

Required Experience and Competencies

- 5-8 years of relevant experience managing, ideating and implementing professional development, industry-specific training programs and learning communities
- Has basic or advanced knowledge of the workforce development programs and services
- Advanced database and computer skills and an overall aptitude for working with technology
- Familiarity with virtual and in-person training methods, including designing and developing e-learning content
- Experience setting performance targets and managing to those targets for training recruitment and implementation
- Strong verbal and written communication skills in English

Key Skills

- Ability and desire to work independently and remote
- Ability to plan, manage time and multitask effectively
- Advanced record-keeping skills
- Excellent decision-making and problem-solving skills
- Excellent collaboration and teamwork skills
- Ability to provide upbeat customer service

Educational Requirements: 5-8 years of relevant, demonstrable experience managing, ideating and implementing professional development and industry-specific training programs is the primary requirement. There are no formal educational requirements for this position.

This position will be a full time, salaried position (35 hours a week 8:00AM – 4:00PM or 9:00AM – 5:00PM). We have a flexible work environment, with the option to flex your schedule and work from home. (Currently all staff is working remotely due to COVID-19). You may live anywhere in New York State. Travel will be required when in-person events resume.

Additional Information about NYATEP

We support the workforce community through advocacy, policy research and analysis, professional development, and technical assistance. For more information visit www.nyatep.org

To meet our membership's needs we strive to provide high quality customer service to our members, and our network of partners and collaborators. To that end, staff are expected to embody the following attributes:

- ***Responsive:*** To member needs, as well as internal and external stakeholders (48 hours).
- ***Passionate:*** About workforce issues and member concerns. Staff is expected to take the initiative to learn and understand the key federal and state issues, and applicable laws.
- ***Collaborative:*** Both striving to work effectively and collaboratively, internally and externally.



- **Strategic:** Conscientious of the limited staff resources, and continuously looking for ways to improve services or service delivery.
- **Resourceful:** Focused on continuous learning (i.e. knowing the issues before our members) and striving to access knowledge and resources to improve internal practices and services to members.

NYATEP affirms that it shall ensure equal employment for all qualified individuals without consideration of their age, sex, race, creed, color, national origin, marital status, sexual orientation, political affiliation, or belief. The scope of equal opportunities shall also include the non-discrimination of physically or mentally handicapped individuals.

It is furthermore affirmed that the concept and philosophy of equal opportunities shall also be provided for, but not restricted to, all components of employment, recruitment, selection, assignment, compensation, benefits, promotion, and training.

The salary will be commensurate with experience.

To apply: please email your Cover Letter and Resume to Molly Tocin at mtocin@nyatep.org no later than July 8, 2022. Our goal is to have this person working on the team no later than September 16, 2022.